NOTICE OF MEETING

Notice is hereby given that the Meeting of the <no. of > <Name of Society/Club> Meeting will be held on <Day>, <Date>, at <Time> in the <Room No.> <Name of Faculty>, Universiti Tunku Abdul Rahman, <Address>.

No. Agenda

1. Confirmation of minutes (subsequent to the previous)
2. Matters Arising (from the previous meeting)
3. Agenda/issue
4. Agenda/issue
5. etc.
6. Any other matters

(Signature)
<Name of Secretary>